



**DEPARTMENT OF THE ARMY**  
235<sup>TH</sup> BASE SUPPORT BATTALION  
UNIT 28614  
APO AE 09177

AETV-WG-AMU (FN 100)

20 Sept. 04

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT:** Unauthorized Storage within Utilities Rooms – SOP, SOP # 24

**1. REFERECES:**

- a. AR 420-90, Fire Protection.
- b. USAREUR Supplement 1 to AR 420-90.

**2. PURPOSE:** To inform all military and civilian personnel about the importance of not using the above areas as storage rooms.

**3. SCOPE:** This Standing Operation Procedure applies to all 235<sup>th</sup> BSB Ansbach members. It includes all military units and activities, all assigned military and civilian personnel occupying facilities where Utilities rooms are placed.

**4. PROCEDURES:** The following outlines the responsibilities of the personnel above for assuring a smooth operation within the 235<sup>th</sup> BSB's Utilities rooms.

- Remarks: Fire Prevention Inspectors, Safety Representatives, as well as the DPW Utilities workers are repeatedly in the situation to find unauthorized storage in designated Utilities Rooms at Family Housing, Soldier Quarters Buildings, and in military facilities. Some of these rooms are even locked with a personal padlock. These rooms, which generally contain high voltage, heat, water or sewage distribution equipment and electric and electronic control panels, are not authorized for storage of personal property!

a. Unauthorized storage within these mentioned areas has the following potential effects:

(1) In cases of failures of utilities supply systems- or equipment failures a quick remediation action is hindered and the customers/occupants could be without electricity, water and heat for an unnecessary long time.

(2) It constitutes a potential safety hazard for the maintenance workers performing their duties within these areas.

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(3) Makes access and fire fighting actions for fire fighting personnel extreme difficult in case of actual fires or false alarm checks.

b. Any unauthorized storage items must be removed immediately!

c. The Unit Commanders, Facility Managers, and Building Coordinators will ensure that these rooms are kept free of any personal property and are locked and access is assured and limited only to authorized personnel of the DPW Utilities Division and Fire and Emergency Services Division.

d. Violations of this SOP will be reported through the chain of command as appropriate.

5. POC is Mr. Joseph Gillich, Chief, Utilities Division, DPW at DSN 467-2127.

JOHN G. REILLY  
LTC, SF  
Commanding

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